

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE
INTERIM POLICY DOCUMENT**

April 12, 2004

GovWorks Awards Program

04-01

1. Purpose. This Interim Policy Document (IPD) establishes policies, criteria, and procedures for defining and implementing an award program to recognize outstanding performance in the Minerals Management Service's (MMS) GovWorks organization.

2. Authority. Under 5 U.S.C. 4501, et. Seq., and Public Law 102-154, Section 115, Federal agencies are authorized to recognize employees who contribute to the efficiency, economy, or improvement of Government service, or for employee service of performance of major significance. Awards within the Department of Interior (DOI) are governed by the DOI Human Resources Management Handbook for Awards and Recognition Program. All awards granted under this IPD are granted under those authorities.

3. Objectives. The program objectives are to encourage all employees to share actively in improving operations; enhance productivity and creativity; and optimize personal job satisfaction.

4. Policy. It is the policy of the MMS to acknowledge contributions within the GovWorks organization that lead to achievement of organizational, team, or individual results through cash awards.

5. Award Criteria. Monetary awards may be granted to individuals or team members for superior performance in:

- A. achieving organizational results;
- B. providing quality customer service;
- C. displaying exemplary behavior, dedication, innovation, and/or team cooperation;
- D. fostering partnerships;
- E. promoting diversity;
- F. ensuring safety in the workplace; or for
- G. sustained exceptional performance.

6. Procedure.

A. An award pool will be created annually using the following calculation: \$1,500 times the number of GovWorks employees on board as of October 1 of each fiscal year. This ceiling is predicated on the continuing high performance of the GovWorks organization. The award pool will be recalculated on April 1 using the number of GovWorks employees on board as of April 1 to establish the final award pool for the fiscal year.

B. Awards will be initiated by the immediate supervisor using the established MMS procedures and the FPPS system. Approving authority will be as follows:

- (1) Individual cash awards with a cumulative total of \$2,500 annually – Immediate Supervisor
- (2) Individual cash awards with a cumulative total of \$2,501 to \$4,999 annually – Associate Director, Administration and Budget
- (3) Individual cash awards of \$5,000 and above – Assistant Secretary – Land and Minerals Management
- (4) Group awards up to \$10,000 with no individual award greater than \$4,999 – Director
- (5) Group awards over \$10,000 or with individual award amounts of \$5,000 or greater – Assistant Secretary – Land and Minerals Management

7. Cancellation: This IPD will be canceled one year from the date of issuance or when incorporated into the MMS Manual.

/s/

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